



## STATE OF WASHINGTON

### DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Dear \_\_\_\_\_

**Please call your case manager/social worker right away to avoid losing your WorkFirst cash benefits.**

You are in WorkFirst sanction status for refusing to meet WorkFirst requirements. Your family will lose cash benefits if you stay in sanction status and do not participate for six months in a row without a good reason.

A sanction review panel will look at your case and may close it if you stay in sanction for 6 months in a row.

- If your case is closed by a sanction review panel, your WorkFirst cash benefits will end.
- If your case is closed by a sanction review panel, you will need to reapply and participate for 4 weeks in a row before you can receive cash.

You must comply with WorkFirst requirements to prevent the loss of your cash benefits. Contact your case manager/social worker who will help you do the following:

- Go through an evaluation that will identify activities to help you participate and reach your employment goals. We call this a comprehensive evaluation.
- Update your Individual Responsibility Plan (IRP) or end your sanction if you have a good reason for not participating.

If you leave WorkFirst before your sixth month of sanction and then re-apply within six months, you will enter in sanction status. Your grant will be reduced and you cannot get support services (such as money for work clothes or transportation) until you start following program requirements. Once you participate for 4 weeks in a row, you will be able to get a full cash grant and support services as long as you participate and follow WorkFirst requirements.